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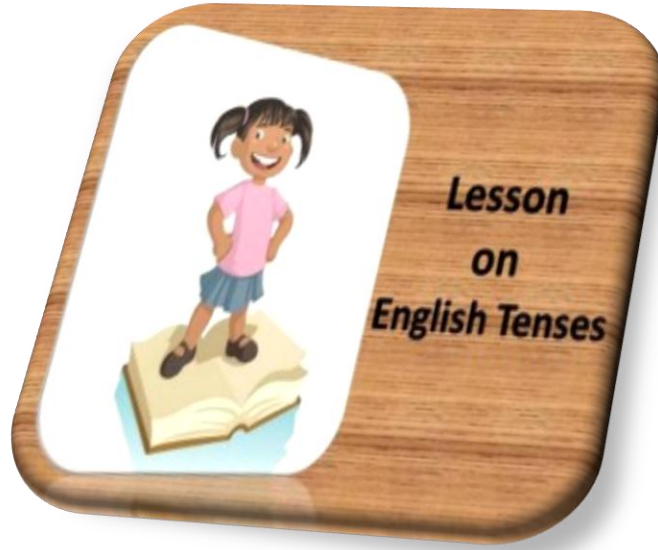
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## English tenses With examples



گردآوری و تنظیم  
مژگان بهروزپور

## **Form of Simple Present:**

P: He speaks.

N: He does not speak.

Q: Does he speak?

## **Use of Simple Present:**

Simple Present is used for actions and situations in the present.

Facts and situations in the present  
Expresses a fact or given situation.

## **Examples:**

Our secretary works very hard.

I do not agree with you.

## **Actions in the present**

Actions take place never, once, several times or regularly.

Mister Brown never attends a meeting. He always sends me.

**Actions set by a timetable or schedule.**

**Actions in the future that they cannot influence as their course are set by a timetable or schedule.**

**Examples:**

The train leaves at 6:24.

The conference starts at 9:30.

**Signal Words of Simple Present**

Always, every ..., never, normally, often, seldom, sometimes, usually If Clause Type I (If I talk ...)

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**Form of Present Progressive**

P: He is speaking.

N: He is not speaking.

Q: Is he speaking?

**Use of Present Progressive**

Present Progressive is used for actions in the present and focuses on the course or duration of the action.

**Actions take place now.**

**To Being in the middle of doing something at the time of speaking**

**Examples:**

Carla is preparing the briefing.

I am looking for Mister Miller's phone number.

**Actions take place for a limited period of time only.**

**Actions that don't take place regularly, but only temporarily.**

**Examples:**

Mister Thomson is on sick leave, that's why I am doing his job.

Three temporary employees are helping out this month.

**Arranged future actions**

**Future actions that are already arranged (and maybe even jot down in a diary)**

I am meeting Misses Walker at 5 pm.

Bob is doing overtime tomorrow.

### Signal Words of Present Progressive

At the moment, just, just now, listen! Look!, now, right now

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### Form of Simple Past

P: He spoke.

N: He did not speak.

Q: Did he speak?

### Use of Simple Past

Simple Past is used for actions and situations in the past.

Facts and situations in the past

Expresses a fact or given situation in the past.

Our secretary worked very hard.

I did not agree with you.

Actions in the past

**Actions in the past that took place in never, once, several times or regularly. Examples:**

Mister Brown never attended any meeting. He always sent me.

**Actions take place one after another**

**Actions in the past that took place one after the other.**

**Examples:**

Mister Sanders came into the office, checked his mailbox and went straight to the briefing.

What a horrible day: first my computer crashed, then our best customer cancelled their order and on my way home my car broke down.

Actions taking place in the middle of another action

**Sudden actions took place in the middle of another action.**

**Examples:**

I was sitting in a meeting, when my mobile suddenly rang.

When I came in, John was playing solitaire.

**Signal Words of Simple Past**

Yesterday, 2 minutes ago, in 1990, the other day, last Friday, If Clause Type II (If I talked ...)

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**Form of Past Progressive**

P: He was speaking.

N: He was not speaking.

Q: Was he speaking?

**Use of Past Progressive**

Past Progressive is used for actions in the past and focuses on the course or duration of the action.



**Actions take place at a certain moment in the past.  
To Being in the middle of doing something at a certain  
time in the past**

**Examples:**

At two o'clock, Carla was preparing the contract.  
Yesterday I was looking for Mister Miller's phone  
number.

**Actions happen simultaneously.**

**Actions in the past happen at the same time (over a  
longer period of time).**

**Examples:**

While Claire was preparing her presentation, Tom was  
showing the customer around.

While Sarah was looking for the documents, I was  
keeping the customer on the line.

Being in the middle of an action, when another action  
set in

**Actions take place over a longer period of time in the past when (suddenly) another (shorter) action set in.**

I was sitting in a meeting, when my mobile suddenly rang.

When I came in, John was playing solitaire.

### **Signal Words of Past Progressive**

When, while, as long as

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### **Form of Present Perfect Simple**

P: He has spoken.

N: He has not spoken.

Q: Has he spoken?

### **Use of Present Perfect Simple**

Present Perfect Simple is used for actions that started in the past and stopped recently or are still going on. The focus is on the result.

### **Action that is still going on**

**Situation that is still the same as it was in the past.  
We want to emphasize that the situation has not  
changed.**

**Examples:**

Your advice has always been extremely helpful.

We have not yet received a remittance for the goods  
supplied to you.

**Action stopped recently.**

**Action has just been completed. We want to emphasize  
the result.**

**Examples:**

I have typed five letters.

I have just received your mail.

**Action in the past that has an influence on the present**

**Action that was completed in the past, but has an  
influence on a present situation.**

Note that you must not give a certain time for the  
action in the past (if you want to use a time  
expression, you must use Simple Past).

**Examples:**

I have lost Misses Wilde's phone number.

**We have agreed on the following points:**

**Action has taken place; never, once or several times.**

**Action happened/ did not happen in the past. We want to emphasize how often the action has taken place so far.**

**Examples:**

I have never been to our New York subsidiary.

Misses Newton has already phoned three times to inquire about the delivery of her goods.

**Signal Words of Present Perfect Simple**

Already, ever, just, never, not yet, so far, till now,  
up to now

## Form of Present Perfect Progressive

P: He has been speaking.

N: He has not been speaking.

Q: Has he been speaking?

## Use of Present Perfect Progressive

Present Perfect Simple is used for actions that started in the past and stopped recently or are still going on.

The focus is on the course or duration of the action (not on the result).

**Action is still going on.**

**Action started in the past and is still going on.**

We want to emphasize how long the action has already been going on.

### Examples:

We have been successfully working in this field since 1990.

I have been working in this company for over five years now.

**Action stopped recently and it has an influence on the present.**

**Action has been going on for a certain period of time and it is the reason for a present situation.**

**Examples:**

I am so tired – I have been working all night.

I have been trying to change the toner cartridge – now my fingers are dirty.

**Signal Words of Present Perfect Progressive**

All day, for 4 years, since 1993, how long?, the whole week

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**Form of Past Perfect**

P: He had spoken.

N: He had not spoken.

Q: Had he spoken?

## Use of Past Perfect

Past Perfect Simple is used for actions taking place before a certain time in the past.

### Examples:

I had typed five pages when my computer suddenly crashed.

Before 2002, I had not worked abroad.

### Signal Words of Past Perfect

Already, just, never, not yet, once, until that day, If Clause Type III (If I had talked)

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### Form of Future I

P: He will speak.

N: He will not speak.

Q: Will he speak?

## Use of Future I

Future I with ,will 'is used for spontaneous decisions and assumptions with regard to the future.

Spontaneous decisions

Decision made from one moment to the next.

### Example:

Wait, I will help you.

I will get myself a cup of coffee.

Assumptions with regard to the future

Say what might happen in the future.

### Example:

They will probably deliver the goods tomorrow.

Things will hopefully be better next year.

## Conditional Sentences Type I

Action will happen in the future if a certain situation is given.



### Example:

If you do not do this, we will take legal steps.  
If we receive your order before noon and if we have it  
in stock, we will ship it the same day.

### Signal Words of Future I

In a year, next ..., tomorrow, If Clause Type I (If you  
ask her, she will help you.), assumption: I think,  
probably, perhaps

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### Form of Future I (going to)

P: He is going to speak.

N: He is not going to speak.

Q: Is he going to speak?

### Use of Future I (going to)

Future I with going to is used for conclusions or  
decisions made for the future that has derived from  
analyzing a present situation.

**Examples:**

Our costs were too high last year. This year, we are going to reduce our costs.

We are going to recruit more staff.

Signal Words of Future I (going to)

in one year, next week, tomorrow

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**Passive form**

Passive voice is used when the focus is on the action. The causer of the action, however, is not important or not known. (In contrast, active voice focuses on the causer of an action.)

**Simple Present:**

Mr. Smith writes the delivery notes. /The delivery notes are written (by Mr. Smith).

**Present Progressive:**

Mr. Smith is writing the delivery notes. /The delivery notes are being written (by Mr. Smith).

**Simple Past:**

Mr. Smith wrote the delivery notes. /The delivery notes were written (by Mr. Smith).

**Present Perfect:**

Mr. Smith has written the delivery notes. /The delivery notes have been written (by Mr. Smith).

**Past Perfect:**

Mr. Smith had written the delivery notes. /The delivery notes had been written (by Mr. Smith).

**Future:**

Mr. Smith will write the delivery notes. /The delivery notes will be written (by Mr. Smith).

**Auxiliary Verbs:**

Mr. Smith must write the delivery notes. /The delivery notes must be written (by Mr. Smith).

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**If Clauses (Conditional Sentences):**

**If Clause Type I**

If + Simple Present, will-Future

Type I indicates what will happen, provided that a certain situation is given.

**Examples:**

If you send your order by fax, we will deliver the goods immediately.

If you invite me for lunch, I will help you with your presentation.

**If Clause Type II**

If + Simple Past, would + infinitive

Type II indicates what could happen if a present situation were different.

**Examples:**

If we had more employees, we would work more efficiently.

If we delivered poor quality, we would not be the leading company in our business.

**If Clause Type III**

If + Past Perfect, would + have + past participle

Type III indicates what could have happened in the past if a situation had been different then.

## Examples:

If you had read the paper, you would have seen the advertisement.

If I had taken the bus, I would have been late.

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Explanation		Past	Present	Future
		<u>Simple Past</u>	<u>Simple Present</u>	<u>Future I Simple</u>
Moment	action that takes place once, never or several times	He played football every Tuesday.	He plays football every Tuesday.	He will / is going to play football every Tuesday.
	actions that happen one after another	He played football and then he went home.	He plays football and then he goes home.	He will play football and then he will go home.
	state	He loved football.	He loves football.	He will love football.
		<u>Past Progressive</u>	<u>Present Progressive</u>	<u>Future I Progressive</u>
Period	action going on at that moment	He was playing football.	He is playing football.	He will be playing football.
	actions taking place at the same time	He was playing football and she was watching.	He is playing football and she is watching.	He will be playing football and she will be watching.
		<u>Past Perfect Simple</u>	<u>Present Perfect Simple</u>	<u>Future II Simple</u>
Result	action taking place before a certain moment in time; emphasises the result	He had won five matches until that day.	He has won five matches so far.	He will have won five matches by then.
		<u>Past Perfect Progressive</u>	<u>Present Perfect Progressive</u>	<u>Future II Progressive</u>
Duration	action taking place before a certain moment in time (and beyond), emphasises the duration	He had been playing football for ten years.	He has been playing football for ten years.	He will have been playing football for ten years.

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